



Topsfield Finance Committee
Minutes to the Meetings
March 11, 2013

- I. Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:00 PM, with Heidi Bond, Paul Dierze, Karen Dow and Jon Guido present. Selectman Richard Gandt, Selectman Kenneth Vogel and Town Administrator Ginna Wilder were also present. Chairman of the Topsfield Elementary School Committee Jeanine Cunniff joined the meeting at 7:05 PM. Daniel Shugrue joined the meeting at 7:12 PM. Selectman Laura Powers joined the meeting at 7:25 PM.
- II. Minutes:** A motion was made by Karen Dow to accept the March 4, 2013 minutes as amended, seconded by Paul Dierze, voted in favor 5-0.
- III. Masconomet Budget:** The Fin Com reviewed Masconomet's certified FY2014 Budget. Karen Dow motioned to approve the Masconomet FY2014 Budget, seconded by Heidi Bond, voted in favor 5-0.
- IV. Department Budget Review and Approval:** Chairman Lyons stated that the Committee reserves the right to supersede or modify the following budget approvals by future vote.
- Selectman Richard Gandt stated that each department's Unfunded Essential items had been vetted by the Selectmen but had not been voted on. Any unfavorable items have been rejected before these budgets made it to the Fin Com for consideration, but not every item in these budgets is necessarily supported unanimously by the Selectmen. Paul Dierze made a motion to approve specific Article III Department budgets as detailed on the attached Fin Com FY2014 Budget Approval Tracking Sheet, excepting the Town Clerk and Elementary Schools, which are incorporated herein by reference, seconded by Karen Dow, voted in favor 6-0.
- The Finance Committee reviewed Town Meeting Article III department budgets that were submitted over the Fin Com Guidelines or that requested items on their Attachment A.
- Paul Dierze recommended no action on the Inspectional Services FY2014 Essential Unfunded budget. Discussion focused on the impact of adding administrative staffing hours.
- Heidi Bond recommended positive action on the Fire Department FY2014 Essential Unfunded budget, seconded by Karen Dow, voted in favor 6-0. Discussion focused on clerical hours and additional staffing issues.
- Heidi Bond recommended positive action on the Police Department FY2014 Essential Unfunded budget, seconded by Karen Dow, voted in favor 6-0. Discussion focused on past budgetary issues and the special circumstances of the Essex County Regional Emergency Communication Center transition.

Karen Dow recommended no action on the Library FY2014 Essential Unfunded budget. Discussion focused on the necessity of a building maintenance staff in the Library and town-wide.

Jon Guido recommended positive action on the Veteran's FY2014 Essential Unfunded budget, seconded by Daniel Shugrue, voted in favor 6-0. Discussion focused on the hiring of a new Veteran's agent.

The Topsfield Elementary School Committee has taken action to reduce its budget. The current draft stands at 5.28% over the FY2014 guideline.

The Board of Health has not submitted a revised FY2014 Budget.

The Treasure-Collector increased its FY2014 base budget, but that increase is funded by a revenue-generating tax title process.

V. Annual Town Meeting Warrant: Town Administrator Ginna Wilder provided the 3/11/13 Draft of the 2013 Annual and Special Town Meeting Article List. The Fin Com made a preliminary comparison of the financial Articles to the current FY2014 Budget Model.

VI. Reserve Fund Status:

Paul Dierze motioned to approve the transfer from the Water Department Enterprise Reserve Fund to Wages-Laborers, Full Time E4502-51130 in the amount of \$1690.56 for union expenses based on negotiator raises, seconded by Karen Dow, voted in favor 6-0.

Paul Dierze motioned to approve transfer from the Water Department Enterprise Reserve Fund to Wages-Overtime Labor E4502-51310 in the amount of \$5,667.00 for overtime union expenses based on station checks, seconded by Daniel Shugrue, voted in favor 6-0.

Paul Dierze motioned to approve transfer from the Water Department Enterprise Reserve Fund to the Wages-Overtime, Labor EA502-51310 in the amount of \$3185.62 for overtime union expenses based on weekend and overtime work, seconded by Karen Dow, voted in 6-0.

Daniel Shugrue motioned to approve the Park and Cemetery Reserve Fund Transfer Request to General Fund- Flare Maintenance Supplies 65005-55310 in the amount of \$10,000, seconded by Karen Dow, voted in favor 6-0.

VII. Upcoming Meeting Schedule: The next meetings of the Committee will occur on March 18, 2013 and March 27, 2013 at 7:00 PM in the Proctor School Teachers, Lounge.

VIII. Adjourn: A motion was made by Karen Dow to adjourn at 8:29 PM, seconded by Paul Dierze, voted in favor 6-0.

Respectfully submitted,
Lexie Winslow

Attachments:

- a) FY2014 Topsfield Department Budgets

- b) Park and Cemetery Department Reserve Fund Transfer Request
- c) Water Department Enterprise Fund Transfer Requests
- d) Masconomet FY2014 Budget
- e) Article 3 Vote Tracking Sheet, Draft 3/11/2013